



CITY OF ATLANTA

Office of Parks

City Hall East, 8th Floor
675 Ponce de Leon Avenue NE
Atlanta, Georgia 30308
(404) 817-6757 Fax (404) 817-7932
www.atlantaga.gov

APPLICATION FOR 2007 OUTDOOR WEDDING IN THE PARK

Date: _____

1. Name of Park: _____

2. Location of wedding inside the park: _____

3. Name of Wedding Party: _____

4. Wedding Date: _____ # of People Expected: _____

5. Set up time: _____ Ending Time: _____

Note: Starting and ending time includes any set-up time and clean-up following the event.

6. Contact Person: _____

Telephone #: (____) _____

7. Mailing Address: _____

City: _____ State: _____ Zip code: _____

8. E-mail address: _____

9. Alternate Contact: _____

Telephone #: (____) _____

10. Is electrical power needed? Yes _____ No _____

11. No tents or canopies are allowed without the expressed written permission of the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as other permits required by the City. Do you intend to apply for a permit to erect a tent?

Yes _____ No _____

12. Will there be any cooking at the event? Yes _____ No _____

If yes, what will be the fuel source? _____

13. Will there be any LP gas, flammable or combustible liquids used at this event? Yes _____ No _____

If yes, give the name, intended use and how much will be stored on the site:

14. How would you handle a medical emergency during the event? _____

15. Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____ If yes, how many? _____

16. Portable toilet company name: _____

17. Telephone: _____ Contact name: _____

18. When will the toilets be delivered? _____

19. When will they be picked up? _____

20. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

21. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-817-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under *Park Information*, go to *List of Parks Sorted by Maintenance District*.

District Maintenance Supervisor signature (if applicable): _____

TO ALL APPLICANTS:

**YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND
REGULATIONS ON PAGE 3 OF THIS APPLICATION.**

(OFFICIAL USE ONLY)		
Sanitation Bond: \$ _____	Date: _____	Amount Refunded: \$ _____

Rules and Regulations Regarding Use of Parks for Weddings

1. Reservations are taken on a first-come, first served basis. All reservations must be made in person. Reservations cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. Reservations do not include gazebos, pavilions, or the areas adjacent to them. A separate pavilion permit must be obtained to use these sites.
2. Reservations are accepted only between the hours of 8:30 a.m. and 12:00 p.m. Monday - Friday. The Office of Parks Reservations office is located in City Hall East, 8th floor, 675 Ponce de Leon Avenue NE, Atlanta, Georgia 30308. For information, telephone (404) 817-6757 after 12:00 noon Monday through Friday.
3. The park area must be cleaned up following the event and there must be no damage to grounds, park furniture, or park fixtures as a result of the event. The required \$100 sanitation bond will be refunded provided no complaints are received from the District Maintenance Supervisor, and you complete and return the evaluation form. Payments may be made to the Reservationist via major credit card, cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Parks. No cash will be accepted. Refunds will be sent to the address of record or credited to the credit card used in the initial transaction.
4. All cancellations must be made through the Reservationist no less than fifteen working days prior to the scheduled event.
5. All games and activities that could damage the lawns are restricted.
6. All pets must be on leash in a City park. Persons with pets must clean up after the pet. No pets are allowed during A, B, or C festivals. No horses or ponies are allowed in any park at any time.
7. No amplified music will be allowed.
8. No tents or canopies are allowed without the expressed written permission of the Commissioner, Department of Parks, Recreation and Cultural Affairs, and other permits required by the city.
9. The renter is responsible for all clean up, including removal of all trash, decorations, or any other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is it responsible for any rental equipment delivered to the site.
10. Absolutely no alcohol, drugs or illegal substances are allowed on City property.
11. The renter hereby agrees to hold the Department of Parks and Recreation and its employees harmless for any and all liability and loss which the renter, his/her guests or vendors may suffer or incur by reason of any injury to or death of any person, or damage to any of the renter's property, caused by the renter's vendors, employees or guests on park premises.
12. All rules and regulations governing use of the park must be obeyed.
13. A request for a reservation may be denied for cause, including, but not limited to, the following:
 - a. Failure to abide by these rules and regulations on a previous occasion
 - b. If non-rental is deemed to be in the best interest of the City Atlanta and/or its citizens
13. A reservation permit may be revoked or terminated if:
 - a. The Commissioner, Department of Parks, Recreation and Cultural Affairs deems it to be in the best interest of the City of Atlanta.
 - b. The renter violates a policy, rule or regulation as set forth in the permitting process.
 - c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
14. The renter must sign an agreement with the Office of Parks agreeing to comply with all rules and regulations.

I promise to abide by the Rules and Regulations that govern the use of the park. I understand that failure to abide by the same could result in denial of future use of the park. It could also result in my having to reimburse the City of Atlanta for damages beyond normal usage.

Signature: _____ **Date:** _____